

# **Center for Educational Performance and Information**

## ***School Infrastructure Database Frequently Asked Questions***

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### **Questions:**

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## General Questions

**Q: What is the School Infrastructure Database?**

**A:** The School Infrastructure Database is used to collect information from Michigan's public schools related to crime and safety incidents.

**Q: What is the importance of the SID submission for our district?**

**A:** The SID is a required data submission for all public school districts in Michigan. The data collected are used by the Michigan Department of Education to meet federal and state reporting requirements depends upon the timely submission of data by Michigan school districts. State funding is dependent upon meeting deadlines for federal reporting.

**Q: What materials are available for assistance in completing the SID data submission?**

**A:** For information concerning the SID Application, go to the [CEPI website](#). Click on "PreK-12 Applications" and then click on "School Infrastructure Database." The SID Data Field Descriptions, SID User's Guide, SID EOY FAQs and the SID Data Collection Worksheets are all available there. CEPI has provided the SID Worksheets for districts to use as a tool in gathering data required to be submitted in the online SID Application.

**Q: Is there a SID mailing list available for districts?**

**A:** If you are an authorized user of SID with a secure login, you will automatically receive official notices from CEPI and don't need to sign up for our GovDelivery mailing list. Additional information regarding mailing lists can be found on the [CEPI Newsletters web page](#).

**Q: How does an individual become an authorized user for the SID Application?**

**A:** Each individual must first acquire a MILogin account and password. If you do not have a MILogin account, go to the [MILogin website](#). After that process is completed, a signed security agreement must be submitted for access to the SID Application. You may download a SID Security Agreement from the [SID web page](#).

**Q: Do the data submitted in this SID submission pertain to the current school year?**

**A:** All data submitted for the current SID submission are to be reported for the current school year. SID collections do not collect the previous school year's data retroactively.

**Q: Are school districts obligated to report this information?**

**A:** Yes. With regard to crime and safety data, Section [380.1310a](#) of the Michigan Compiled Laws requires that schools report, at least annually, the incidents of crime and violence occurring in Michigan's public schools. Schools completing the crime and safety data fields located in the SID fulfill this requirement. With regard to epinephrine and opioid antagonists, Section [380.1179a](#) of the Michigan Compiled Laws requires, at least annually, schools report all instances of administration of these drugs to a pupil at school.

**Q: Are intermediate school districts required to submit SID data?**

**A:** Yes. ISDs do submit SID data for their central administrative offices ("00000") and for any other schools/facilities associated with, or under the auspices of, the ISD. If an ISD reports SID data for a school/facility, and the ISD central administrative office is in the same school/facility, the district should submit all data for the school/facility under the actual school/facility listing (where the office is located) and indicate that the administrative office shares physical space with another school/facility within the district.

**Q: Which schools/facilities are to be reported in the SID?**

**A:** All open schools/facilities with Educational Entity Master codes are to be reported in the SID. Districts are to report all required data for all schools/facilities. This includes any school/facility opened at any time during the school year. If a field does not apply or there are no data to report for an open school/facility, the district should submit a value of zero or the appropriate response for the field where applicable. Entities operating as a Specialized Shared Educational Entity are not required to submit SID data.

**Q: If a school/facility is closed during the school year, is a district required to submit SID data for the school/facility?**

**A:** Yes. If a school/facility has an open Educational Entity Master code at any time during the school year, the SID data must be reported for the school/facility. If the school/facility remains closed throughout the following school year, the SID submission for that school/facility would no longer be required.

**Q: After a district authorized user enters all the data and submits the data to CEPI, is there anything else that should be done?**

**A:** After all data have been submitted for a field, click on "Save Data for this School/Facility," and the field will be updated and completed. District authorized users should also notice a green check mark next to that field in the SID Application. When all fields are completed for a school/facility, a green check mark will appear next to the school name on the SID Main Menu. Authorized users may re-enter the SID and update their data until the deadline of the last business day of June each year.

**Q: Is there a report that documents the data submitted by a district?**

**A:** Yes. District authorized users may obtain a copy of the submitted data by clicking on the icon next to the school/facility name. A report will display the submitted data for each field. If a green check mark appears next to the school/facility's name, the submission is complete for that school/facility. A district-level report is also available which aggregates all of the data submitted for all the schools/facilities within the district.

**Q: Will the district be entering the information into the SID Application, or can the data be uploaded?**

**A:** District authorized users may either enter data via the online SID Application or by submitting a bulk upload file using the specifications given in the SID Data Field Descriptions and SID Record Layout manuals. Go to the [CEPI website](#). Click on "PreK-12 Applications" and then click on "School Infrastructure Database." The data field descriptions and record layout manuals are available under the heading "SID Data Manual." Be sure that you are using the correct data field descriptions and record layout.

**Q: Why are districts required to submit data for maintenance schools/facilities or similar schools/facilities that have nothing to do with students?**

**A:** Many of the data required by the SID are centered on schools/facilities where instruction occurs. However, there could be instances at a non-instructional school/facility that should be reported in the SID. If there are no reportable data for that facility, then the district authorized user should report a zero ("0") or an appropriate response for each field.

**Q: Is the liaison officer at the school/facility considered to be a police officer?**

**A:** Yes. Contacting an onsite law enforcement officer would serve the function of contacting 911 or the police. Any incident where a liaison officer is involved should be reported in the SID.

## **Central Administrative Office**

**Q: When a district has an administrative or central office that is a separate school/facility, what kind of data entry is needed for the SID? Does the district authorized user report cumulative data under the central office?**

**A:** Submit data for the central administrative office if it is a separate school/facility (school/facility code "00000"). If the central administrative office is a separate school/facility, the district authorized user will submit data for only that school/facility (not an accumulation of the district data). If a field/question is not applicable for a particular school/facility (in this case the central administrative

office), or if there are no data to report, districts should submit the default value "0" for that field/question. The red "X" will then become a green check mark.

**Q: Are districts required to report data for their central administrative offices?**

**A:** The central office has a unique number, "00000," and should therefore be reported separately if the central office is in a separate school/facility.

**Q: If the central administrative office shares physical space with another school/facility, is the district required to submit data for the central office separately?**

**A:** No. If the central office shares physical space with a school/facility, it may be reported as sharing space with a school/facility within the district in the SID Application. The district will not be required to report separate data when this situation exists.

**Q: Why does a public school academy have at least two school/facility codes, one for the school/facility and one for central administrative office?**

**A:** In addition to the PSA's district number, all PSAs have a school/facility code and a central administrative office code ("00000"). If a central administrative office shares physical space with another school/facility in a district, click the box that says: "Office shares physical space with another school/facility." The district will not be required to enter SID data for this unit. If this office does not share physical space with another school/facility, continue entering SID data for the central administrative office.

## Student-Related

**Q: How is student privacy protected when incidents of crime are reported?**

**A:** Personally identifiable information relating to individual students is protected by security, access and management control of the data. Individual student data are not available to the public and are protected by the Family Educational Rights and Privacy Act. CEPI is prohibited from displaying personally identifiable data when issuing reports or information to the public. Crime and safety reports relating to incidents that occur in schools/facilities do not contain data relative to specific students.

**Q: Where are student expulsion data reported?**

**A:** Data related to student expulsions are reported in the Michigan Student Data System. Expulsion data are reported in MSDS because an expulsion is a student event. Crime and safety data are reported in the SID because they are incidents that occur inside a school/facility or on school property.

**Q: Does the SID apply to students only (like the MSDS)?**

**A:** The current SID data elements are only required for student or pupils. A student or pupil is defined as membership in grades PK-12 for publicly funded school districts.

**Q: If a district's alternative education students are educated off campus through a contract with a local college, is the district required to complete the SID submission for that program?**

**A:** SID data are to be reported for each school/facility assigned to each school district. If the alternative education school/facility has a number assigned to a district in the Educational Entity Master, then data must be reported for the school/facility.

## **MILogin Account**

**Q: If an authorized user has a change, such as an email address or phone number, is it necessary to update the MILogin account information?**

**A:** Yes. Email messages are sent to all authorized users of an application. Therefore, it is imperative to keep the email address current in your MILogin account. It is sometimes necessary for the state to contact an authorized user by telephone; therefore, this number must be kept current as well. To update for either an email address or a phone number, please review the instructions included in the [MILogin User Guide](#).

## **Technical Questions**

**Q: How does a district obtain help with the SID submission?**

**A:** For questions about the SID, contact CEPI customer support via email at [cepi@michigan.gov](mailto:cepi@michigan.gov) or by phone at 517-335-0505 x3. You will be contacted either by email or telephone regarding your questions. Be sure to include your name, district, district number, the application name and a description of your question/problem.

## **Complete Submission**

**Q: When is the SID submission considered complete for a district?**

**A:** After data entry is completed via the SID Online Application or the Bulk Upload Application for each field on the SID Application, a green check mark (✓) will appear next to the field on the submission screen. Fields marked with a red "x" (✗) are not completed. When all the fields on the submission screen have green check marks (✓), the school/facility name on the SID Main Menu will then be shown with a green check mark (✓). When all schools/facilities listed for the district have green check marks, the district's submission is completed.

District authorized users may obtain a copy of their submitted data by clicking on the report icon next to the school/facility's name. A report will display the data that the district has submitted for each field. If a green check mark appears next to the school/facility's name, the submission is completed for that school/facility.

## Crime & Safety

Crime and Safety data will no longer be collected in the SID beginning School Year 2016-17. Districts are still required to report incidents of bullying (Field 4A) and victims of violent criminal offenses (Field 44).

In addition, [MCL 380.1310a](#) requires districts to post incidents of crime annually on its website. The content of this report shall be determined through collaboration between the superintendent and local law enforcement officials.

## Data Field Questions

For information regarding these fields, please refer to the SID Data Field Manual located on the [SID web page](#) under the "Manuals" tab.

### Field 4A: School Disciplinary Problems

**Q: Are districts required to report the number of bullying incidents?**

**A:** Yes. Districts are required to report the number of incidents of truancy in Field 4A of the SID. The field was added because of [Matt Epling's Safe School Law \(MCL 380.1310b\)](#) which requires the reporting of all incidents of bullying (including cyberbullying) that take place on school property or at school-sponsored activities.

### Field 44: Students Who Are Victims of Violent Criminal Offenses

**Q: After the written complaint to the district and law enforcement officials is made on the student's behalf, is an investigation required by the law enforcement officials before the student can be counted in Field 44?**

**A:** The written complaint to school officials and law enforcement officials is sufficient. The complaint need not be investigated by a law enforcement agency to be counted. (The pupil or his or her parent or legal guardian should provide school officials with the date the alleged incident occurred and the law enforcement agency's complaint or incident number.)

**Q: Field 44 indicates that a district is to count the students who have been victims of violent criminal offenses at the school/facility. Does this only include incidents that occurred on school property?**

**A:** No. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.

## **Field 50: Instances of Administration of an Opioid Antagonist to a Pupil**

**Q:** If a parent or adult is administered an Opioid Antagonist at a school event, should it be included in this count?

**A:** No, this count is specific to pupils within the district. Pupil is defined by membership in grades PK-12 for publicly funded school districts.

## **Field 51: Instances of Administration of an Epinephrine Auto-Injector to a Pupil in a School Year**

**Q:** When would an Epinephrine Auto-Injector use need to be counted for this field?

**A:** This count should reflect the total number of instances where an epinephrine auto-injector was used to a pupil at the school. This count should include all instances of administration, including individuals with or without a previously known severe allergy, and those using personal or school stock of Epinephrine Auto-Injectors.

## **Field 52: Pupils Who Were Administered an Epinephrine Auto-Injector Not Known to be Severely Allergic**

**Q:** When would an Epinephrine Auto-Injector use need to be counted for this field?

**A:** This count should reflect the instances of Epinephrine Auto-Injectors that were administered to a pupil at school who was not previously known to have a severe allergy. This may include personal or school stock of Epinephrine Auto-Injectors.

## **Field 53: Pupils Who Were Administered an Epinephrine Auto-Injector Using the School's Stock**

**Q:** When would an Epinephrine Auto-Injector use need to be counted for this field?

**A:** This count should reflect the instances of Epinephrine Auto-Injectors administered to a pupil at school using the school's stock of Epinephrine Auto-Injector(s). This count should include all instances of administration using the school's stock, including individuals with or without a previously known allergy.